# Georgia State University
## College of Arts and Sciences
### 2016-17 Review Process Calendar

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## NTT Promotion Review
(Promotion to Sr. Lecturer or Principal Sr. Lecturer or Sr. Academic Professional)

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Process</th>
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| September 8, 2016 | The Dean’s Office notifies all candidates of their eligibility for promotion with a copy to their chair.  
Senior Lecturers in their fifth year in rank or higher must notify the Dean’s Office (c/o Renda Radcliffe-Sullivan, Faculty Review Services Coordinator) and their chair by this date whether or not they wish to be considered for promotion to Principal Senior Lecturer.  
NOTE: Eligible Senior Lecturers that opt out of consideration for further promotion during the 2016-17 review cycle will go through a post-promotion five-year review during the same cycle, unless they have completed a post-promotion review within the last five years. These candidates should refer to the calendar for post-promotion review of senior lecturers and senior academic professionals.  
| October 24, 2016 | Dossier Deadline: Academic Professionals and Lecturers in their fifth year and Senior Lecturers being considered for promotion to Principal Senior Lecturer will provide all required dossier materials to their chair.  
| October 26, 2016 | The chair will provide the departmental NTT promotion review committee with this material. The chair will also provide a summary of Essential Functions/Responsibilities for the candidate’s position which will be included as part of the dossier.  
Departmental Committee: This committee consists of all tenured faculty and all NTT faculty of senior rank and above in the department, except the chair of the department and any members of the department serving in a position that will review the candidate’s promotion application at the college or university levels. (see college NTT manual, Appendix B, for definition of senior rank)  
Departments may operate through a system of subcommittees that initially review and evaluate each candidate’s credentials. All final recommendations must be made by the committee of the whole. The letter from the departmental committee of the whole must be signed by the committee chair and all committee members who agree with the recommendation. Committee members who do not sign this recommendation must provide a separate letter (minority report) indicating their recommendation and supporting rationale. Members of the committee must not be identified to the candidate; therefore, the signatures must appear on a separate page so that they can be removed when the candidate is provided with his or her copy of the committee’s report(s). The committee of the whole must meet to discuss and vote on its final recommendation. Faculty of equal or lower rank to the candidate’s current rank may not vote on the final recommendation of the committee of the whole.  
In consultation with the department chair, the dean will augment the departmental promotion review committee with NTT members from other departments when the home department does not have a sufficient number of faculty to constitute a committee of at least three members, with at least one being tenured and one being NTT faculty. |
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>November 21, 2016</td>
<td>The departmental committee will use the departmental NTT promotion guidelines and college manual to provide a written report to the chair, which includes an assessment of the candidate’s effectiveness in teaching (if applicable) and service and a recommendation for or against promotion, along with any minority reports.</td>
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<td>November 23, 2016</td>
<td>The chair provides a copy of the departmental committee’s report, including any minority reports, to the candidate. The members of the departmental committee must not be identified to the candidate, therefore signature pages must be removed before the chair provides a copy to the candidate. The candidate has three working days to provide a written response, if desired.</td>
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<tr>
<td>November 30, 2016</td>
<td>Candidate’s response to the departmental committee’s report, if any, is due to the chair.</td>
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| January 16, 2017    | The chair will provide a written report, which includes an assessment of the candidate’s effectiveness in teaching (if applicable) and service, a recommendation for or against promotion, and an assessment of the departmental need for this position. The chair will forward digital versions of the following to the Dean’s Office:  
  - Chair’s Report  
  - Departmental Committee’s Report (including minority reports)  
  - Candidate’s Response, if any  
  - Candidate’s Review Materials  
    - CV  
    - Statement of Teaching Interests, Goals, and Qualifications |
| January 16, 2017    | The chair provides a copy of his/her report to the candidate. The candidate has three working days to provide a written response, if desired. |
| January 19, 2017    | Candidate’s response, if any, to report of the chair is due to the Dean’s Office with a copy to the department chair. |
| February 13, 2017   | The College NTT Promotion Review Committee will write a report, which includes an assessment of the candidate’s effectiveness in teaching (if applicable) and service and a recommendation for or against promotion, to be submitted to the Dean’s Office. |
| February 16, 2017   | The Dean’s Office provides a copy of the college committee’s report, including any minority reports, to the candidate. The members from the college committee must not be identified to the candidate, therefore signature pages are removed before the Dean’s Office provides a copy to the candidate. The candidate has three working days to provide a written response. |
| February 21, 2017   | Candidate’s response, if any, to the report of the college committee is due to the Dean’s Office with a copy to the department chair. |
**March 10, 2017**
The Dean submits his or her recommendation and all review materials, including any prior responses from the candidate, to the Provost. The candidate will receive a copy of the Dean’s report.

If the Dean’s recommendation is negative, the candidate may appeal to the Provost within ten business days, and the provost will provide the candidate and the Dean with a written decision, including bases upon which the appeal is supported or rejected.

If the Dean’s recommendation is positive, the candidate will not have the option to respond to the Provost.

**April 30, 2017**
The Provost completes review of NTT promotion cases by this date.

**May 31, 2017**
The President notifies Dean and NTT promotion candidates of final promotion decisions by this date.

**August 1, 2017 on or before**
The Dean’s Office provides a reappointment decision.